

**Minutes of a meeting of the Finance and Resources Committee held  
on 27<sup>th</sup> November 2023 in the Council Chamber, The Old  
Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm**

**Present:** Councillors G. Gudka (Chair), R. Baker, P. Clayton, A. Elrick, M. Facey, R. Keen, A. Matthews, B. Metcalfe, S. Perry, C. Searing

**In attendance:** K. Noble (Town Clerk), N Brookes (RFO) and 2 members of the public

**Public Participation** – None.

**97.0.F23 To receive apologies for absence**

Apologies were received from Councillor Vickers.

**98.0.F23 To receive any declarations of interest on items included on this agenda**

There were no declarations of interest.

**99.0.F23 To receive and approve the minutes of the Finance and Resources Committee meeting held on 16<sup>th</sup> October 2023**

The minutes of the previous meeting of the Finance and Resources Committee, held on 16<sup>th</sup> October 2023, were presented by the Chairman.

**Resolved** that the minutes of the meeting held on the 16<sup>th</sup> October be taken as read, confirmed and signed by the Chairman.

**100.0.F23 Matters arising from previous minutes**

There were no matters arising.

**101.0.F23 To receive for information minutes of sub-committees**

Councillor Perry advised that a HR Sub-Committee meeting had taken place and the notification of the national pay award had been received and approved. A Display Screen Equipment Policy had been considered and adopted.

**102.0.F23 Chairman's report**

There were no items raised.

**103.0.F23 To receive the list of payments up to 21<sup>st</sup> November 2023**

The list of payments attached to these minutes were noted and no queries were raised.



**104.0.F23 To note the income and expenditure and earmarked reserves reports up to the end of October 2023**

The accounts are broadly where they were expected to be.

There were no queries raised and the reports were noted.

**105.0.F23 To approve the bank reconciliation for October 2023**

**Resolved** the bank reconciliation was approved and signed by the Chairman.

**106.0.F23 To receive feedback from Q2 internal check undertaken by Councillors Gudka and Matthews**

The quarter 2 check had been undertaken earlier in the day. Processes are coming together and there were no discrepancies found. More development on documentation to confirm goods have been received before payments are made is required.

**107.0.F23 To review and agree Fees and Charges for 2024/25**

The Chair gave background to the increases and questions raised were answered.

**Resolved** that the Fees and Charges, as attached, are approved for 2024/25.

**108.0.F23 To consider draft committee budget for 2024/25**

The draft budget was reviewed. The over spend on this year's professional and consultant fees budget was mainly due to the Locum RFO work. A query was raised whether the legal fees for next year need increasing, but costs would be covered by an EMR.

**109.0.F23 Date of next meeting**

The next meeting of the Finance and Resources Committee will be held on 8<sup>th</sup> January 2024 at 7 pm.

**110.0.F23 To resolve to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960**

**Resolved** to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960.

**111.0.F23 To consider HR-Sub Committee staffing report**

**Resolved** that the following changes are made to the Princess Theatre Staffing structure - That the Front of House Co-ordinator's role is deleted



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from the structure. The Marketing and Programming Officer's position is established as a substantive position. That Casual Duty Officers are recruited to oversee shows during busy periods at a maximum cost £5,000 per annum.

**Resolved** that the Council employ a seasonal worker for 2 days a week for a period of 6 months between 1<sup>st</sup> April 2024-30<sup>th</sup> September 2024, at a cost of £4,681.73 (plus sundries e.g. PPE/training etc £1,100), to be reviewed as an ongoing cost each year.

Signed by chair.....

date.....

## Fees & Charges Schedule for 2024/25

| Description                 | Current Charges   | Proposed Charges   | Notes   |
|-----------------------------|---|--|---|
| Signal Box                  | Charity rate: £10 per day   | Charity rate: £11 per day  | The Signal Box charges have remained the same for the past 4 years  |
|                             | Business rate: £20 per day  | Business rate: £21 per day   |   |
| Allotments                  | £33 for half a plot per year  | £35 for half a plot  | 36 plots bring in annual income of £1188.00.<br>The fees for the past 4 years have remained the same.<br>Having completed a review of allotment charges the Council fees are in line with other local allotments in the area. |
|                             | £66 for a full plot per year  | £69 for a full plot per year   |   |
| Hire of the Council Chamber | Charity rate is:<br>£9.25 per hour 9am-5pm<br>£12.50 per hour 5pm-9pm | Charity rate is:<br>£10 per hour 9am-5pm<br>£13 per hour 5pm-9pm     | Evenings and weekends may require a staff member to open and lock up which would incur an extra cost.<br><br>Evenings/Weekends: subject to staff availability-double rate   |
|                             | Business rate is:<br>£18.50 per hour 9am-5pm<br>£25 per hour 5pm-9pm  | Business rate is:<br>£19.50 per hour 9am-5pm<br>£26 per hour 5pm-9pm |   |

Signed by chair.....

date.....